

COMMUNITY BUILDING RESERVATION

New River State Park
Post Office Box 48
Jefferson NC 28640

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RENTAL CONTRACT FOR THE U.S. 221 COMMUNITY BUILDING

(PLEASE PRINT CLEARLY)

_____ wishes to reserve the
(Agency / Individual)
Community Building for the date(s) of :

1st Choice _____ 2nd Choice _____

Occupancy by more than 84 people with tables and chairs, or 84 people with loose chairs is prohibited by order of the Ashe County Fire Marshall.

Name of Group: _____

Name of Group's Agent: _____

Agent's Address: _____ Agent's Phone Number: _____

_____ Night: _____

Number of persons attending: _____ (A limited number of tables & chairs are available)

Arrival Time: _____

AMOUNT ENCLOSED: \$ _____

Payment in full is required before confirmation of reservation. (Make check payable to the Treasurer of North Carolina)

No cancellations with refund will be issued unless a two-week advance written notice is given to the park office. Any reservation made within two weeks of the date is not refundable.
A \$25.00 FEE WILL BE ASSESSED ON ANY RETURNED CHECKS.

I the undersigned confirm that I have read and understand the RENTAL CONTRACT on the back of this form:

Signature: _____ Date: _____

This reservation cannot be confirmed without the above signature and information.

PLEASE BRING RETURNED CONFIRMATION AND RECEIPT WITH YOU ON DAY OF RESERVATION:

FOR OFFICE USE ONLY

RECEIVED ON: _____

RECEIPT NUMBER: _____

PROCESSED BY: _____

RENTAL CONTRACT

IT IS IMPORTANT THAT YOU READ AND UNDERSTAND THE TERMS OF THIS CONTRACT

1. The Community Building is open for rental by civic, government, public service, and non-profit organizations, commercial businesses, family groups, and school systems, for reunions, meetings and other events.
2. The rental fee is \$175.00 a day, 8:00 a.m. until park closing. Payment in full must accompany the return of this signed contract. Check or money orders should be made to the "Treasurer of North Carolina".
3. The person signing this contract will be considered the group's agent and will insure that the group, its members and guests, will comply with the terms of this contract and all state mandated park regulations (see attached copy). The renting group by virtue of its agent's signature on this contract, shall release the State of North Carolina, New River State Park, and its employees from all claims of damage or injury, directly or indirectly, arising from the group's use of the premises and surrounding area. The renting group shall be responsible for maintaining the good condition of the building and agrees to pay all fees and damage costs arising from their occupancy of the building within two (2) weeks following their event.
4. The renting group shall use the building for private recreational purposes only and shall not operate, or permit to be operated, any concession or profit making enterprise involving the charging of admission or the sale of any food, drink, merchandise, or article of commodity to invited guest or the public except under written permission from the Park Superintendent [Michael (Mike) Lambert]. This document is **not** a permit.
5. All park facilities will close at the following times with **no exceptions**:

November – February:	8:00 a.m. – 6:00 p.m.
March, October:	8:00 a.m. – 7:00 p.m.
April, September	8:00 a.m. – 8:00 p.m.
May, June, July, August:	8:00 a.m. – 9:00 p.m.
6. The following shall pertain to the rental of the building:
 - A. Please clean the building, (floors, kitchen areas, etc.) using the cleaning supplies provided and return any tables or chairs used to their appropriate storage area. Collect all trash in and around the building and deposit in the receptacles. When leaving the building, please make sure the range, oven and all lights are off. Make sure all windows and doors are closed and locked. A clean up fee will be charged if excessive trash and litter are left in or around the building.
 - B. When you leave, take everything that you brought with you. Please do not leave any food, cooking utensils, dishes, beverage dispensers, or any type of equipment in or around the building. Park staff is not responsible for any items left in or around the building overnight for multi-day rentals.
 - C. Use only masking tape when hanging decorations; **Do not** drive nails or staples into the walls or ceiling. **Do not** hang decorations from the overhead lighting fixtures. Please take your decorations down when you leave. **DO NOT cover any park entrance or information signs with decorations or your own signs.**
 - D. **ALCOHOLIC BEVERAGES ARE STRICTLY PROHIBITED. NONCOMPLIANCE MAKES THE RESPONSIBLE PARTY AND GUESTS SUBJECT TO LEGAL ACTIONS.**

IMPORTANT: I have read and agree to all the terms of this contract as listed on the back of the reservation form.

Signature: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: __ (____) _____

This reservation cannot be confirmed without the above signature.